

THE CITY OF KNOXVILLE  
**CIVIL SERVICE**  
**JOB ANNOUNCEMENT**

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

**9093      Emergency Management Operations Officer      6/3/2016**  
(Non-Service Position)

Drug testing may be required

**ENTRY-LEVEL SALARY:** \$36,892 annually

**PAY GRADE RANGE:** \$36,892 - \$56,430 annually (Pay Grade 7)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Friday, June 24, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- Completed Training & Experience Questionnaire (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbradburn@knoxvilletn.gov](mailto:mbradburn@knoxvilletn.gov) before the posting deadline.

---

**JOB DESCRIPTION: Please See Attached Position Description**

---

**MINIMUM REQUIREMENTS**

**Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.**

- Graduation from a standard high school or GED equivalent.
- Education: A Bachelor's Degree in emergency management, emergency services, planning, communications, science, technology or related field.

**OR**

- Experience: Five (5) years of experience in Emergency Management, Fire Services, EMS, or Law Enforcement.

*Note: Background checks will be conducted.*

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

**POSITION DESCRIPTION**  
**City of Knoxville**

<b>Class Title:</b> Emergency Management Operations Officer	<b>Working Title:</b> same	<b>PCN:</b>
	<b>Incumbent:</b> vacant	<b>Created:</b> 03/13/2009 <b>Updated:</b> 6/2/2016

**GENERAL DESCRIPTION**

Under administrative supervision, performs work involving the planning, testing, and implementation of emergency management systems for the City of Knoxville and Knox County; often acts independently as the on-call representative for the department.

**ESSENTIAL FUNCTIONS**

Researches, develops and writes emergency operational plans for all city and county agencies, institutions, businesses and schools (both long- and short-range planning).

Keeps all emergency operational plans up to date and current and submits to proper state and federal agencies as required.

Operates communication console and other radio operations equipment for the EOC during times of emergency.

Responds to hazardous materials spills, radiological incidents and disastrous situations to aid, give technical advice and coordinate response.

Leads or attends meetings with personnel from various public agencies and institutions to discuss and implement emergency operational plans.

Establishes liaison with private and volunteer agencies.

Plans and conducts test exercises of emergency response systems in order to respond to potential disaster situations.

Conducts training with emergency responders and citizens in responding to emergency incidents and disasters.

Operate and setup Mobile Command Vehicle, including associated generators, radios, cameras, computers and networking equipment.

Conducts public outreach and speaking engagements to promote emergency preparedness and disaster education.

Functions as public information officer providing information and interviews to the media.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of emergency management practices and principles.

Knowledge of the principles and practices of training.

Knowledge of methods of determining training needs.

Ability to develop and write emergency operational plans.

Ability to plan, organize, and coordinate work with others.

Ability to react quickly and calmly in emergency situations.

Ability to establish and maintain effective working relationships.

Ability to communicate orally and in writing.

Ability to drive and safely operate City Vehicle.

Ability to operate radio equipment.

## **PHYSICAL REQUIREMENTS**

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, or 10 pounds (or less) or force frequently, in order to lift/carry, push/pull or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

## **MENTAL REQUIREMENTS**

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

## **MINIMUM REQUIREMENTS**

High School Diploma or GED equivalent.

Education: A Bachelor's Degree in emergency management, emergency services, planning, communications, science, technology or related field.

OR

Experience: Five (5) years of experience in Emergency Management, Fire Services, EMS, or Law Enforcement.